

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

May 4, 2010

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON MAY 4, 2010

SUBJECT: ADMINISTRATIVE STATUTE DEADLINE FOR CATEGORICAL USE OF  
FORCE INVESTIGATIONS

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order establishes the administrative statute  
deadline for the submission of all recommendations  
for administrative findings related to categorical uses of force  
to the Board of Police Commissioners. This Order does not change  
the responsibilities or time frame for investigating allegation(s)  
of misconduct resulting from a categorical use of force incident.

PROCEDURE:

- I. CATEGORICAL USE OF FORCE INVESTIGATION ADMINISTRATIVE  
STATUTE DEADLINE. To ensure that a categorical use of  
force (CUOF) is properly reviewed and adjudicated in a  
timely manner, the Chief of Police shall submit all CUOF  
recommended administrative findings to the Board of Police  
Commissioners (BOPC) by the administrative statute  
deadline, which is 60 calendar days prior to the  
administrative statute date. The statute date is either  
one year from the date the CUOF incident is reported to a  
Department supervisor or the amended statute date if the  
statute date is tolled. If the statute date is amended  
due to tolling, the Commanding Officer (C/O), Use of Force  
Review Division (UOFRD), shall provide the BOPC with the  
amended statute date.
- II. USE OF FORCE REVIEW DIVISION'S RESPONSIBILITIES. When  
Force Investigation Division (FID) completes its  
investigation, UOFRD shall conduct a review and cause a  
Use of Force Review Board (UOFRB) to be convened in  
accordance with Department Manual Section 2/092.50,  
*Use of Force Review Board - Responsibilities*. The UOFRB  
will submit its recommendations to the Chief of Police.  
The Chief of Police will submit correspondence to the  
BOPC, detailing the recommended administrative findings by  
the administrative statute deadline, unless sufficient  
cause exists for an extension of that deadline.

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Grounds for such extension are as follows:

- \* The FID investigation has not been completed within 125 calendar days prior to the administrative statute date, causing delay in the review and UOFRB process; or,
- \* Use of Force Review Division; the Director, Office of Administrative Services; or the Chief of Police identifies a need for additional or supplemental investigation.

When a delay is anticipated, the C/O, UOFRD, shall provide the BOPC with an explanation for the extension and an estimated completion date.

**AMENDMENT:** This Order adds Section 3/792.06 to the Department Manual.

**MONITORING RESPONSIBILITY:** The Director, Office of Administrative Services, shall have monitoring responsibility for this directive.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

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